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MontCAS Online Reporting System Available

The MontCAS Online Reporting System is for System test coordinators to request ****standard accommodations for the CRT Science and nonstandard accommodations for all MontCAS Assessments***, and to report testing irregularities and reasons for non-participation for all MontCAS Assessments*.

* Except ACT

Accessing the MontCAS Online Reporting System

System test coordinators have access to the MontCAS Online Reporting System at the following link:

<https://apps.opi.mt.gov/MontCAS/frmLogin.aspx>.

After following the link, click on the Forgot Username link. In most cases, your username will be the first letter of your first name, followed by your last name (for example, jsmith). Enter your email address to receive a temporary password. Please note, you may need to check your junk or spam folders for the email containing your password. Please change your password once you have logged in.

Trouble Logging In?

If you are having trouble logging in, please contact the OPI Help Desk at 406-444-0087 or OPI-HelpDesk@mt.gov.

Requesting ****standard accommodations for the CRT Science**

The window to request (double starred) ****standard accommodations for the CRT Science** for general education students will open in February 2016 (dates TBA and will be posted).

To make a request:

Hover your mouse over “Data Entry”.

Click “Enter Accommodation Request”.

Select the student’s school system,
 school, grade, State Student ID (SSID),
 and content area.

Check the box(es) next to the needed accommodation(s).

Answer the four questions before submitting your request.

Please refer to the most current [CRT Accommodations Guidance Memo](#) and the [2014 Accommodations Manual](#) for information on **standard accommodations for general education students.

New: Requesting Non-standard accommodations for Smarter and the Science CRT

Requests to use non-standard accommodations will now be made online using the MontCAS Online Reporting System. The window to make non-standard accommodation requests will be posted in January 2016.

To make a request:

- Hover your mouse over “Data Entry”.
- Click “Enter Non Standard Accommodation Request”.
- Select the student’s school system, school, grade level, SSID, and content area.
- Enter the non-standard accommodation you are requesting and the reason(s) the student needs the accommodation.
- Confirm that the accommodation is listed in the student’s IEP.

The screenshot shows a web form for requesting non-standard accommodations. It includes dropdown menus for 'System (SS)' and 'School (SC)', a 'Request Date' field set to 2/11/2015, and a 'Select Grade' dropdown. There is a text input for 'Enter student State ID' and a button 'Please click to check if State ID is correct'. Below this is a 'Content Area' section with checkboxes for 'English Language Arts' and 'Math'. Two large text areas are provided for 'Enter the requested non-standard accommodation(s)' and 'Enter the reason for the non-standard accommodation(s)'. At the bottom, there is a confirmation section: 'Please confirm the requested accommodation listed in the student's IEP' with 'Yes' and 'No' radio buttons.

Please refer to the most current [CRT Accommodations Guidance Memo](#) and the [2014 Accommodations Manual](#) for information on nonstandard accommodations, and the [Smarter Usability, Accessibility, and Accommodations Guidelines](#).

Reporting Student Non-Participation

System Test Coordinators will be able to enter reasons for non-participation of students in February 2016 (dates TBA and will be posted).

To report non-participation:

- Hover your mouse over “Data Entry”.
- Click “Enter Reasons for Non-Participation”.
- Select the school system and school and then use the search filters to narrow your list of students.
- Click the “Select” button next to the appropriate student.

The screenshot shows a web form for reporting student non-participation. It includes a 'System (SS)' dropdown set to 'Absarokee Public School'. There is a 'Last Name' field with a placeholder 'Type in all or part of last name.' and a 'Grade' dropdown set to 'All'. A blue button 'Apply Filter' is visible, along with a note 'Be patient - this gets d...'. Below the form is a table titled 'Students without reasons entered' with columns: 'State ID', 'Last Name', 'First Name', 'Middle Name', 'Grade', and 'Select'. The table contains three rows of student data, each with a 'Select' button. To the right of the table, there is a vertical label 'Stud' and a red label 'The'.

State ID	Last Name	First Name	Middle Name	Grade	Select
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	08	Select
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	07	Select
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	08	Select

- Once a student is selected, you will be able to select the content area(s) the student did not participate in and select a reason.
- If you select Medical Reason or Other, you will also be required to provide an explanation.
- If a student was enrolled in your school but attended a day treatment center, please select the "Other" option.

Reason For Non-Participation Select a reason for each content in which the student did not participate. Be sure to choose "other" only when absent, significant medical emergency, and parent request.

Limited English Proficiency

Math

Reading/ELA

Science

Save **Undo** **Delete**

New: LEP students who did not participate in the 2015-2016 ACCESS for ELLs or the Alternate ACCESS for ELLs will need to be reported here as well.

Reporting a Test Security Incident

System Test Coordinators will be able to report test security incidents beginning in February 2016 (dates TBA and will be posted).

To report a test security incident:

- Notify OPI by phone or email within 3 days of the incident
- Within 5 days of the incident, log into the MontCAS Online Reporting System.
- Hover your mouse over "Data Entry".
- Click on "Enter Testing Irregularity".
- Complete the fields applicable to the assessment during which the incident occurred.
- Choose a category and option that describes the incident.*
- Enter SSID and form number (when applicable)
- To add an additional student, enter the SSID in the space provided and click the button to verify the SSID. Repeat until all students are added.

Please complete the entire form to add a new incident. NOTE: The incidents listed above are at the System and School that are selected.

System (SS): School (SC):

Date of Incident: Test:

Has OPI been contacted regarding this incident? ☐ Yes ☐ No

Person completing this report:

Grade: Content Areas: ☐ Reading/ELA ☐ Math ☐ Science

Please select the category and category option that best describes the incident. If more than one category and/or category option pertain to the incident, please add them to the "Provide additional information if needed" text box.

Select a category:

Select a category option:

Provide an explanation for the selection of Other:

Provide additional information if needed:

Educators involved and their roles:

Each student is checked against AIM to ensure that the state id entered is valid. You must check each student. When finished, the entire incident will need to be submitted.

Enter student State ID to check: Student's Test Form Number:

Please click to check if State ID is correct

To add an additional student, enter the State ID, the form number (if applicable), and click the button to verify the State ID.

***New:** The program now has the option of choosing a category that explains what kind of incident it was (ex. administration incidents) and category option that describes what happened during the incident (ex. Classroom activity was not presented prior to Performance Task.) instead of describing the incident in the text box. If more than one category and/or option applies to your incident or the available options are not relevant to your incident, you can provide additional information in the “Provide additional information if needed” text box.

Please select the category and category option that best describes your incident. If more than one applies, please add them to the "Provide additional information if needed" text box.

Select a category:

Administration Incidents

Select a category option:

Classroom activity was not presented prior to Performance Task.

Provide an explanation for the selection of Other:

Provide additional information if needed: